

15 May 1961

MEMORANDUM FOR:

SUBJECT: Seminar in Management Practices

1. We are pleased to acknowledge your nomination to the Seminar in Management Practices to be conducted from 11 - 17 June.
2. For your convenience we are attaching a copy of the announcement of the Seminar and some information to guide you in discussing the Seminar with your family and friends.
3. Additional data concerning administrative arrangements will be sent to you in about a week.

MATTHEW BAIRD  
Director of Training

~~JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC NO. \_\_\_\_\_ NO CHANGE  
IN CLASS / DECLASS / CLASS CHANGED FOR TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 7/72 REVIEWER \_\_\_\_\_ TYPE DOC. 02  
NO. PGS 11 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS C  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3~~

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